

North Carolina Learning Technology Initiative (NCLTI) Master Plan “The Big Ten” & Master Plan Mapping Document

These tools were developed by the Friday Institute for Educational Innovation (NC State University - College of Education) and align with the “PLAN” Phase. The information and concepts presented in these tools are grounded in research of best practices and lessons learned from North Carolina and beyond.

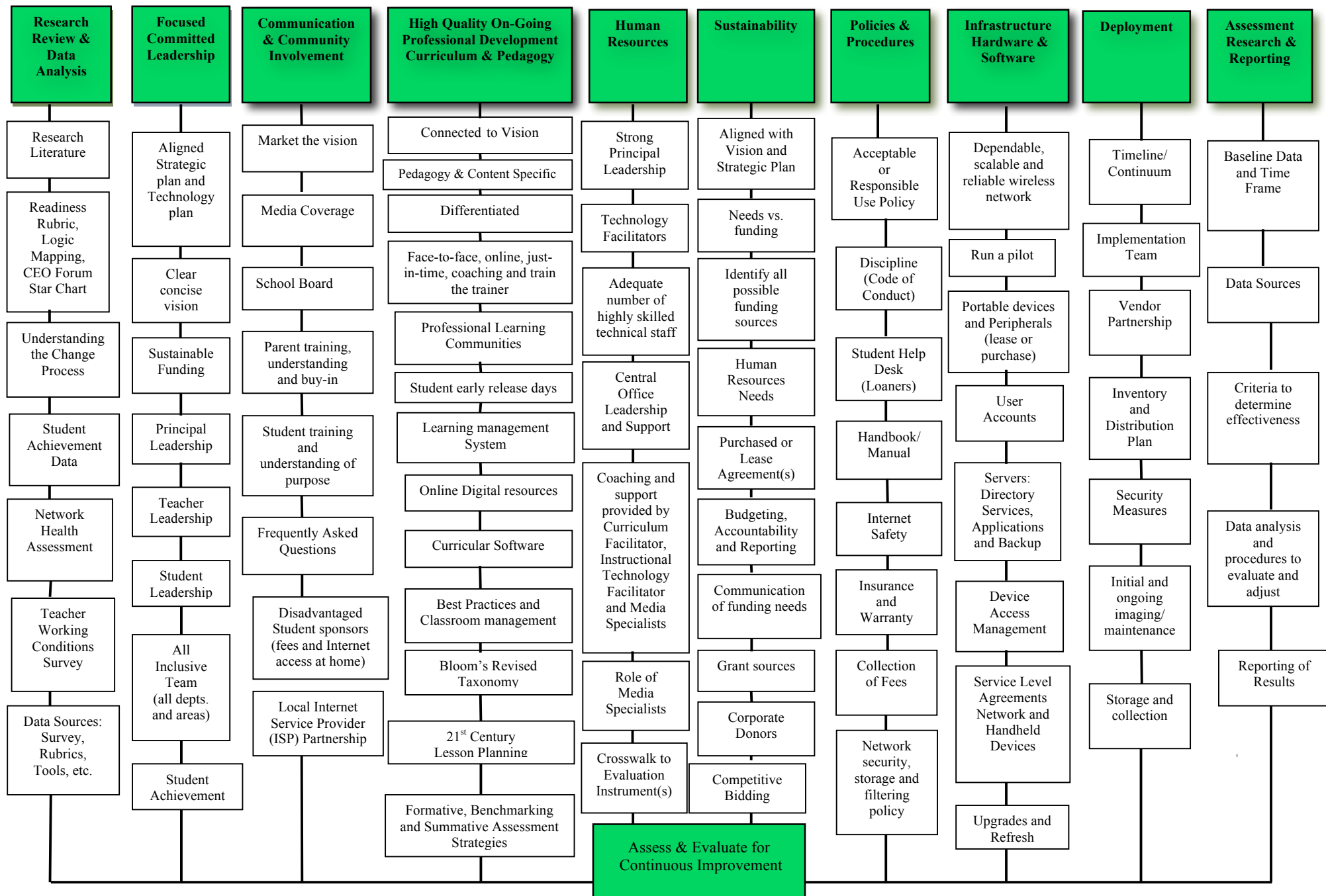
How to Use these Tools?

These tools are intended to guide decisions during the planning phase. Once a shared vision is established and stakeholder support has been secured, leadership teams are encouraged to seek resources at both the State and local education agency (LEA) levels to assist with effective planning. Detailed guidelines should be developed for implementing and sustaining the digital transition as designed by a *Master Plan*. The *Master Plan and Mapping Document* go hand-in-hand and assist teams in building broad-based support for defining and disseminating the vision, goals, rationale and principles for the digital transition.

The *Master Plan and Mapping Document* are comprehensive tools, long-range in view, intended to steer development, starting with the vision. The *Master Plan* depicts the vast, complex components necessary to explore, assess, and plan for during both the planning phase and also into the implementation phase prior to deployment. The *Master Plan Mapping* document drills further into the planning elements and assists leadership teams with focusing on the decision-making process.



NCLTI Master Plan—"The Big Ten"



NCLTI Master Plan Mapping Document

	Yes	No	In Progress	Target Date
Research, Review & Data Analysis				
Has the leadership team conducted research or reviewed literature on digital learning initiatives?				
Has the leadership team completed the <i>NC Digital Learning Progress Rubric</i> ?				
Has the leadership team discussed the “change” process?				
Has the leadership team reviewed student achievement data and discussed how to leverage technology to engage students?				
Has the district conducted a network assessment?				
Has the leadership team reviewed data provided by the local/state teacher working conditions survey?				
Focused Committed Leadership				
Has the leadership team aligned the strategic plan with the technology plan?				
Has there been a clear, concise vision developed and shared?				
Is there sustainable funding, or have conversations been conducted on how to sustain implementation?				
Has the status of principal leadership been considered? Is there is visionary leader, ready to lead implementation?				
Has the status of teacher leadership been considered? Are there visionary teacher leaders, ready to lead implementation?				
Has the status of student leadership been considered? Are there innovative student leaders, ready to lead implementation?				
Are all key stakeholders represented within the leadership team (all departments and areas)?				
Has the status of student achievement and growth been considered?				

	Yes	No	In Progress	Target Date
Communication & Community Involvement				
Has the vision been shared through the district and community?				
Has adequate media coverage been planned?				
Has the school board committed to the project?				
Has parent training been planned and buy-in received?				
Has student training been planned and implemented?				
Has an FAQ sheet been developed?				
Has a committee been developed to handle disadvantaged students?				
Has a local Internet service provider been identified?				
High Quality On-Going Professional Development, Curriculum & Pedagogy				
Is the professional development connected to the vision?				
Is the professional development strongly linked to pedagogy and content specific?				
Is there differentiated professional development planned?				
Are there opportunities for face-to-face, online, and just-in-time professional development?				
Have opportunities for train-the-trainer sessions been provided (instructional technology facilitators, content teachers, instructional specialists, etc.)?				
Have professional learning communities (PLCs) been identified?				
Have student early release days been defined and designated for staff professional development?				
Has a learning management system been identified?				
Have online digital resources been identified and/or utilized?				
Has curriculum software been designated?				
Have best practices and classroom management strategies been identified?				
Has the leadership team discussed utilizing Bloom's Revised Taxonomy?				
Has the leadership team planned staff sessions for 21 st Century lesson planning?				
Has the leadership team discussed formative and summative assessment strategies, as well as benchmarking?				

	Yes	No	In Progress	Target Date
Human Resources				
Have discussions regarding additional/appropriate personnel begun?				
Has planning been conducted for an adequate number of technology facilitators?				
Has planning been conducted for an adequate number of highly skilled technical staff?				
Has support been provided by curriculum facilitators, instructional technology facilitators, media specialists and Central Office?				
Has there been a crosswalk conducted to the local evaluation instrument(s)?				
Sustainability				
Is the budget clearly aligned with the vision and strategic plan for this initiative?				
Have grants and/or funding sources been identified to finance the initiative?				
Have all funding sources been considered?				
Has a reallocation of human services been considered?				
Has a decision to lease or purchase hardware/infrastructure been made?				
Has an accountability structure been put into place for financing the initiative?				
Is there a communication process and/or procedures for the communication of funding needs?				
Is there a process and/or procedure for grant/donor solicitation and reporting?				
Has a competitive bidding structure been considered?				
Has a sustainability plan been developed regarding leadership?				
Has a sustainability plan been developed regarding professional development?				
Policies & Procedures				
Has the district revised the Acceptable or Responsible Use Policy?				
Has the district revised discipline policies surrounding computing devices and Internet use?				
Has a student help desk been developed?				
Has a handbook been created?				
Has an Internet Safety policy been developed?				
Has the district made decisions regarding insurance and warranties?				
Has the district made a decision regarding how it will handle the collection of fees?				
Has the district developed a network security, storage, and filtering policy?				

	Yes	No	In Progress	Target Date
Infrastructure, Hardware & Software Tools				
Does the district have a dependable, scalable, and reliable wireless network?				
Has a pilot been planned to test the initiative?				
Has a decision been made regarding lease or purchase of devices?				
Have user accounts been established?				
Have servers been updated?				
Is there a procedure in place for backup of Student Information?				
Has a policy been developed for device access management?				
Have service level agreements for the network and handheld devices been reviewed and signed?				
Have all upgrades been conducted?				
Is there a procedure in place to refresh hardware?				
Deployment				
Has an initiative timeline been developed?				
Has an implementation team been created?				
Have appropriate vendor partnerships been developed?				
Has the team created an inventory and distribution plan?				
Has the team created a plan for security measures?				
Has a plan been created regarding initial and ongoing imaging and maintenance?				
Has the district identified a space for device storage?				
Has the team created a plan for collection?				
Assessment, Research and Reporting				
Has baseline data been set for the initiative?				
Have the types of data to be collected to determine implementation effectiveness been selected?				
Has a person(s) or outside agency been designated/hired to collect and analyze the data?				
Have procedures been set to assess, evaluate and adjust for continuous improvement?				
Has a criterion been developed to evaluate the success of the initiative?				
Has a time frame been set to achieve the established goals?				